

HCSIS Alert!

Department of
Mental Retardation

ISSUE #21: February 1, 2007
Page 1 of 2

Enhancement Release

During Implementation - Contact
your Area, Regional Office Facility
Contact with questions.

ENHANCEMENT RELEASE, 2/1/07:

Welcome back from the busy holiday season, we hope you are ready for an exciting New Year. The HCSIS team has been diligently working to prioritize and address the many enhancements that have been submitted over the recent months. As a result, this HCSIS Enhancements release includes major functional improvements that we hope you will find very useful. The following are highlights of these major HCSIS enhancements:

- Escalation/ De-escalation of Major and Minor Events: Within the Incident Management Module, only Area Offices will have the capacity and responsibility to escalate an event from a minor level of review to a major level of review. Until the area office review is finalized, the area office can also return an event to its minor status if it had been erroneously escalated. If an incident report was not approved by the Area Office, HCSIS will now update the minor/major status based on the categories in the final report when it is finalized again. This functionality should help to reduce the number of miscategorized incidents, eliminate the need to delete and recreate miscategorized reports, and prevent minor level review incidents from being displayed as major level review incidents on the IM Switchboard.
- Mortality Review - The logic for the Mortality Review Question within the Death Report has been enhanced to accurately reflect whether or not a Mortality review is required. This includes considering where the death occurred and what services the individual was receiving at the time of death.
- Facility Sites - Facility Sites have been added to the locations list in the dropdowns for Incident Management and Restraints. This includes the Incident Management Responsible Site question, Incident Management Site Location of Incident question and the Restraint Location where Restraint Occurred question.
- Reports - In addition to the above, the Facility Sites have also been added as filters on the respective reports.
- MAP Review - The MAP Review has been added to the MOR Printable Summary
- "Not Applicable" Site - A "Not Applicable" site option has been added as a value in the MOR Responsible Site question, Restraint Location where Restraint Occurred question, and ORE Site where Event Occurred question.
- The Aging Incidents reports now correctly reflect an "Not Applicable (N/A)" status for Regional Review for minor incidents.

These are only highlights of the many enhancements for this month. There were major changes to the Data Repository Logic to enhance our ability to capture more detailed consumer information such as additional insurance information and non-DMR services. Stay tuned for our next enhancement release due in March.

HCSIS Alert!

Department of
Mental Retardation

ISSUE #21: February 1, 2007
Page 2 of 2

Enhancement Release

During Implementation - Contact
your Area, Regional Office Facility
Contact with questions.

Escalation/De-escalation Timing Rules:

The HCSIS incident reporting module has been modified so that escalation of an incident report for regional and central office review is now the sole responsibility of the area office. The current business rule for submission of the initial report for incident reports states that the initial report needs to be submitted in one business day for major incidents or incidents elevated to major by the provider and in 3 business days for minor incident reports.

With the change in responsibility for escalation of an incident report for broader review to the area office, the timelines for submission of initial reports needs to be revised. Initial reports now need to be submitted in one business day whenever the initial classification of the appropriate incident category is "major" or any incident initially labeled with a category that originates as a "minor" but requires immediate phone notification to the involved area office. These might include incidents that HCSIS treats as minor but they may have a potentially serious impact on the involved individuals, they may involve law enforcement or they may have a community impact.

Initial reports for minor incidents that do not require immediate Area Office notification would continue to be submitted within 3 business days.

Health Care Records:

Explanation of change in provider's ability to update the HCR:

Access for completion of health care records for individuals receiving individual supports was changed in the December release. Previously only the Area Office has had access to complete these health care records. However, in many circumstances the support being provided to an individual through individual supports is in the area of health care. In these situations the provider is the most knowledgeable entity about the individual's health care needs. Therefore access to complete health care is being changed so that either the provider or the area office can complete the health care record for individuals receiving individual supports. This is consistent with expectations for health care record completion prior to the initiation of HCSIS. Before initiating a health care record for an individual in individual support, the Area Offices and provider should discuss who has the most knowledge about an individual's health care and determine who is the responsible party for completing the Health Care Record. Once that decision is made, the party determined to be responsible would have the responsibility for the initial health care record and all subsequent edits to the record.

REMEMBER:

1. Share this Alert! with other people in your organization - Perhaps at staff meetings
2. Call your Area Office or the DMR Help Desk (1-866-367-8163) with questions
3. Virtual Gateway Help Desk 1-800-421-0938, for provider log-in and new user issues